

**PROFESSIONAL GROWTH ACTIVITIES FOR
CSEA #105 CLASSIFIED EMPLOYEES
(revised 2012-2013)**

Statement of Purpose

Classified employees constitute an integral part of the Temple City Unified School District. It is the policy of the Governing Board to employ the best qualified persons and to require high standards of performance in their classified assignments. The Governing Board, therefore, supports the concept of continuous, purposeful engagement of classified employees in study related activities that promote and extend the high performance standards.

Professional Growth Program

- I. Training related to a unit member’s job classification, or other District positions to which the employee aspires, or which would benefit the District shall earn Professional Growth Points towards Professional Growth Awards.
- II. All permanent classified employees are eligible to enter the Professional Growth program.
- III. Professional growth credits may be achieved through participation in any of the following category of activities:

A. College Level Coursework

- 1. Unit members may take courses at a university, college, community college, adult school, trade school, online, or an institute/lecture series.
- 2. Unit members intending to take college level coursework for Professional Growth credits shall submit a request for approval on the form provided by the Personnel Office (see last page of this appendix).
- 3. If the course work is not approved as qualifying for Professional Growth units, the employee may request a meeting through the CSEA President to appeal the denial.
 - a.) The meeting will be held with a panel consisting of the Assistant Superintendent of Personnel and the President of CSEA #105.
 - b.) The meeting will be held within ten (10) days of receipt of the appeal.
 - c.) The decision of the panel is final.
- 4. Approved coursework must be completed with a “pass” grade, or “C” or better to receive credit.
 - a.) A report card or certificate of satisfactory completion will be accepted in lieu of a transcript.
- 5. Classes taken during working hours will be compensated by a combination of release from duties with pay and a professional growth incentive up to three (3) points and one-half (1/2) of the award shown thereafter.

6. Classes taken outside the normal working hours will be compensated as shown in the section How Professional Growth Units are Compensated.

B. Staff Development

1. The District shall provide staff development opportunities during the school year for unit members as needed to maintain the high standards of performance and to increase the skills of unit members.
2. Staff development may take place either within or outside the employee's regular working hours.
3. Sign in sheets, letters or certificates will be accepted as documentation of course / class attended for credit.

C. Special Activities

1. District Committees, educational conferences including webinars, and professional organizations, may also be considered for points toward awards.
2. Programs may be selected from any in-service workshop offered by the District or educational conferences, including webinars, offered by professional groups.
 - a.) Verification of attendance is required and shall consist of a fee statement or registration receipt and program of activities.
3. Leadership service points can be earned by serving on one of the following:
 - a.) District wide committee including negotiations;
 - b.) Holding an office in a professional organization; or
 - c.) Representing Temple City Unified School District on a committee outside of the District.
 - d.) One (1) point shall be awarded for each leadership position held.
4. CPR Certification
 - a.) Original CPR Certification is worth one (1) point, if the course is four (4) or more hours and is certified by the Red Cross.
 - b.) Recertification credit will be based upon total number hours of instruction.
5. Sign in sheets, letters or certificates will be accepted as documentation of course / class attended for credit.

Professional Growth Awards

- I. An award of \$250 a year will be paid for each ten (10) professional growth points earned.
- II. Awards shall be increased in \$250 increments (as earned) up to a maximum of \$1000, or four (4) awards.
- III. Employees who have earned an award shall receive the award payable in a lump sum on a yearly basis. The award amount will be added to their salary schedule to be included with the last salary warrant issued in each subsequent fiscal year.

- IV. All documentation for professional growth activities will be held by the Personnel Office.
- V. Professional growth activities to be considered for awards must be completed during the year that they will be submitted for credit. Documentation of Professional Growth may be submitted to the Personnel Office at any time during the school year, but must be submitted by May 1 (except for college coursework that may be submitted after completion in June).
 - A. Any credit submitted after May 1 will be included in the accounting for the following school year.
 - B. After May 1, the Personnel Office will enter all approved current year points earned on the individual's Professional Growth record. The employee will receive an updated account of their accumulated points.
- VI. No employee shall lose any approved points. All points shall be carried over to be accumulated for up to \$1000 total award.
- VII. Upon retiring, the employee shall receive the yearly award *earned*.

Credits, Credit Values and Credit Requirements

- I. Of the ten (10) points required for each professional growth award, four (4) points **must** be in the area of coursework.
 - A. Credit courses taken at a university, college, community college, adult school, trade school, online, or an institute/lecture series will be granted one (1) professional growth credit per unit earned. (One quarter unit is equal to 2/3 professional growth unit)
 - B. Audited classes may be granted one-half (1/2) credit.
- II. Continuing education coursework (adult school), in-service and seminar credit taken outside the normal working hours will be calculated on the instructional hours according to the following schedule:

Instructional Hours	Increment Points
4	.25
8	.50
16*	1.00

*Courses exceeding sixteen (16) hours will be calculated by the total number of hours. (i.e. A 24-hour course would equal 1.5 points)

- III. Continuing education coursework taken during regular work hours will be paid at one-half (1/2) the above schedule.

TEMPLE CITY UNIFIED SCHOOL DISTRICT
 PROFESSIONAL GROWTH CREDIT APPROVAL for CSEA #105

Date: _____

I propose to enroll in the following class(es), seminar, workshop, or conference.
 (If not a college course with semester or quarter units, please list the number of hours spent in the class, workshop or seminar in the last column)

Date	Location	Course	Semester Units	# of Hours

1 quarter unit = 2/3 semester unit

How does this activity relate to your job classification, another district position you aspire to, or benefit the district? _____

Work Site

Position

Employee Signature

Approval by Personnel Office _____

Information:

1. CSEA contract call for courses to be submitted for approval in advance.
2. To receive proper credit, evidence of attendance and successful completion is necessary. This may be by grade card, transcript, registration or other official certification.
3. Coursework must relate to the employees assignment or to a promotional opportunity assignment to be considered for professional growth.